

RULES OF CONDUCT
CONTRACTORS FOR COLLOCATION

1. GENERAL

- 1.1 The following information provides the general requirements concerning laws, ordinances and codes.
- 1.2 Contractor shall adhere to all applicable laws and ordinances while performing work or operating its equipment in the central office.
- 1.3 Contractor shall follow all applicable national and local building, electrical and fire codes when performing work or operating equipment on telephone company premises.

2. ENVIRONMENTAL, HEALTH AND SAFETY

- 2.1 Contractor shall insure that its agents and employees adhere to the federal EPA and OSHA guidelines, state and local regulations, and telephone company requirements governing worker safety while on telephone company property.
- 2.2 Contractor shall immediately notify the telephone company representative of any OSHA/EPA, or state or local regulatory agency inspection or visit of telephone company premises. Contractor shall notify the telephone company representative promptly, in writing, of any such citations.
- 2.3 Contractor shall not cause or permit any other party to cause any environmental condition affecting telephone company property, including the generation, storage or disposal of hazardous materials or hazardous wastes, which violates any federal, state, or local law or regulation.

3. ACCESS AND SECURITY

- 3.1 Contractor's employees or representatives must wear an identification badge (ID) at all times while on telephone company premises. The identification badge must contain the following items: company name, employee name, and photo of employee.
- 3.2 Contractor must guard against and take the necessary steps to prevent unauthorized visitors from entering that portion of the telephone company premises for which the contractor is responsible. Exterior openings (e.g., doors, windows, etc.) or interior security openings shall not be left open and unattended.

3.3 Contractor shall not have any unauthorized visitors on the telephone company premises at any time.

4. FIRE SAFETY

4.1 No smoking shall be permitted in any telephone company owned or leased building.

4.2 All flammable materials, such as waste paper, foam, plastic, cloth bags, packing boxes and similar materials shall be removed from the building by the contractor on a daily basis. The use of spray paint is prohibited on telephone company premises. All exits, corridors, and stairways shall be kept free of storage materials.

4.3 Fire detection systems shall be maintained in full operation at all times.

4.4 Storage of flammable liquids used in installation/removal shall be kept in approved metal storage cabinets and will be dispensed from approved containers.

5. BUILDING CONDITION

5.1 Adequate protection shall be used to protect floors, columns, and walls from damage.

5.2 All material shall be free of dust and foreign matter prior to being brought into the building.

5.3 When the contractor is responsible for handling and hoisting equipment, it is the contractor's responsibility to see that the hauling and hoisting contractor uses care to protect the building and equipment.

6. MISCELLANEOUS

6.1 Contractor employees are not to report to work in telephone company offices while under the influence of any alcoholic beverage or controlled substance, nor shall any alcoholic beverage or controlled substance be used or possessed while on telephone company property.

6.2 The telephone company manager for the central office building has the authority to suspend or terminate contractor work operations if the above "Rules of Conduct" are not being followed.